

2016

FRA Rail Program Delivery

Meeting

Getting to the Funding Finish Line — Grant Closeout

Moshe Adams

FRA Grant Management Division

U.S. Department of Transportation
Federal Railroad Administration

Objectives

- ▶ By the end of this presentation you will understand:
 - ▶ The closeout process and its purpose
 - ▶ Key dates in the closeout timeline
 - ▶ Key activities involved in a closeout
 - ▶ Required documentation for a closeout

What is Grant Closeout and when does it apply?

What is Closeout?

- ▶ The process of formally ending a grant agreement between the FRA and the grantee
- ▶ Required by 2 CFR 200.343
 - ▶ *“The Federal awarding agency... will close-out the Federal award when it determines that all applicable administrative actions and all required work of the Federal award have been completed by the non-Federal entity....”*

Why is Closeout important?

- ▶ Documents Federally funded grant activities and accomplishments
- ▶ Ensures that
 - ▶ All activities in the Statement of Work are completed
 - ▶ Grantee complies with all administrative requirements
 - ▶ Key performance measures have been met and all expected public benefits achieved

When does Closeout apply?

- ▶ Occurs within 90 days from the end of a grant's Period of Performance (PoP) or when the project is completed, whichever is earlier.
- ▶ Benefits of closing early
 - ▶ End administration associated with open grant, e.g. quarterly reports
 - ▶ Free resources for other projects
 - ▶ Clear books and accounts
 - ▶ Success of finishing ahead of schedule

Types of Grant Closeout

Standard

Administrative

Standard Closeout

- ▶ Standard Closeout includes final programmatic, administrative and financial review of the grant award
- ▶ A Standard Closeout begins immediately after the Grantee **completes all required actions and work** under the grant
- ▶ Standard Grant Closeouts are due no later than 90 days after the Period of Performance ends

Administrative Closeout

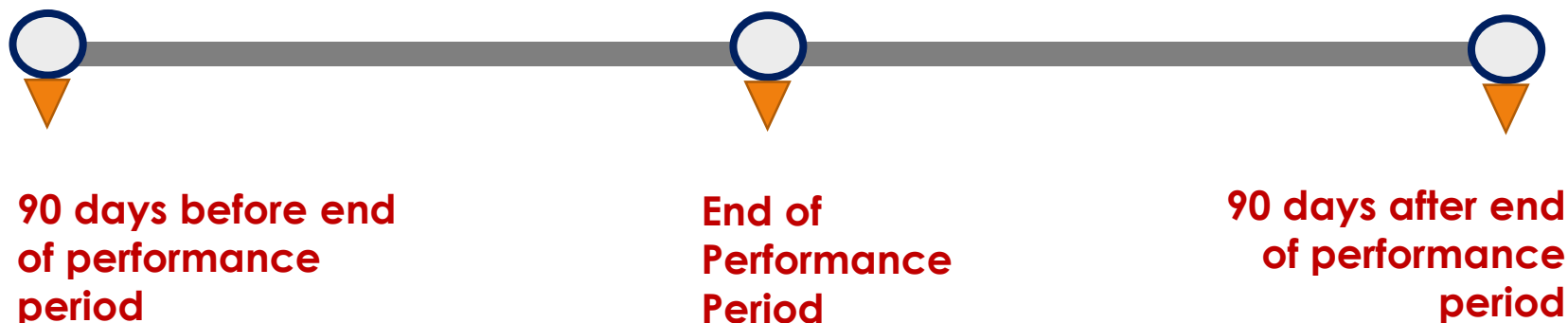
- ▶ A grant may be closed administratively in rare circumstances
- ▶ Occurs when a grantee does not meet requirements or conditions for a Standard Closeout. For example:
 - ▶ *Delinquent or incomplete report(s) or deliverables,*
 - ▶ *Failure to perform required grant activities,*
 - ▶ *Lack of response by grantee,*
 - ▶ *Award cancellation, or withdrawal from a grant award*

Pre-closeout Activities

Statement of Work Review
Grantee Closeout Guide

Pre-closeout Activities

- ▶ The FRA Grant Manager will contact the grantee 90 days before the end of grant's period of performance
 - ▶ Outline closeout responsibilities
 - ▶ Provide Grantee Closeout Guide
 - ▶ Request confirmation from the grantee that the project is on schedule to end on time



Pre-closeout Activities

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Are the project's goals met?

Is all work complete?

Pre-Closeout Activities

Before FRA can begin closing your grant, you will need to review the work you have done against the terms & conditions, SOW, and requirements of the grant.

Are all deliverables submitted and approved?

Are performance reporting plans in place, if applicable?

Pre-closeout Activities

Do I have funding remaining?

Additional Pre-Closeout Activities

Before FRA can begin closing your grant, you will need to review the work you have done against the terms & conditions, SOW, and requirements of the grant.

Have all funds been liquidated?

Do I have any outstanding audit findings?

Do I have any outstanding corrective actions?

Pre-closeout Activities

- ▶ Help is always available during the grant closeout process

What if we need more time to complete the Project?

Contact your Grant Manager to request an extension to your performance period.

Where can I check to make sure my deliverables are in?

FRA Regional Managers maintain status records of all deliverables.

What if I have other questions?

Your grant manager is available to help you navigate the process. Please reach out to us!

Grantee Requirements

Documents

Actions

Forms

Closeout Requirements

- ▶ Grant closeout begins when all project work & deliverables are completed
 - ▶ The deadline for closeout is no later than 90 days after the end of the project's PoP.
 - ▶ If the grantee cannot meet the grant requirements before the PoP ends then, contact the grant manager for details on other options

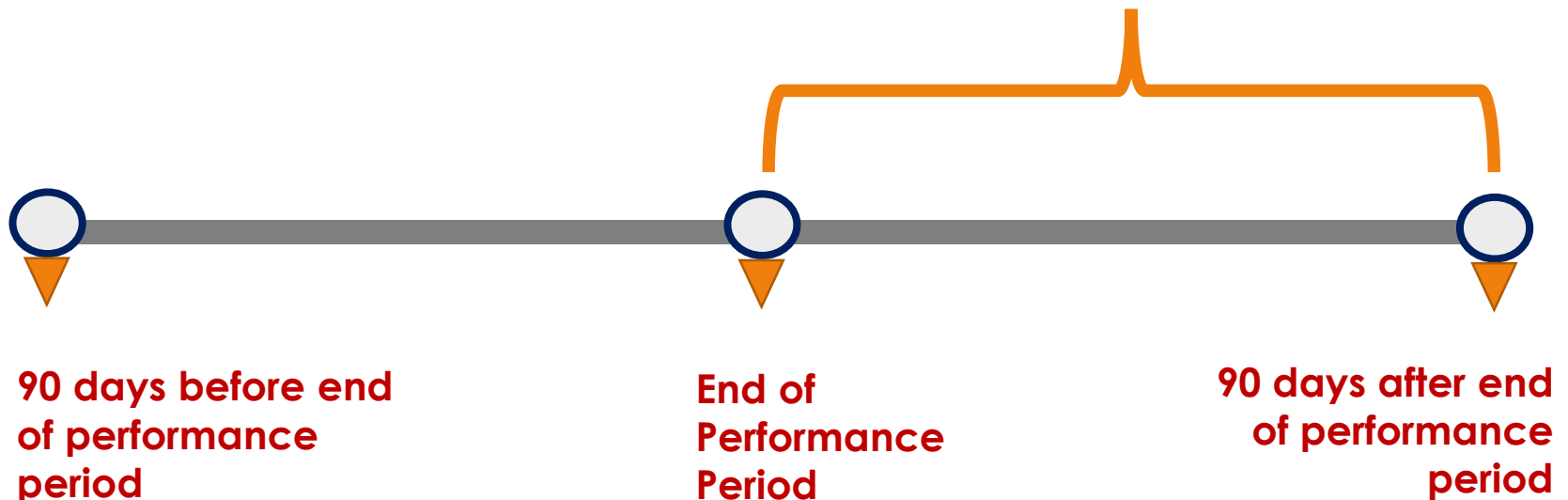


Closeout Requirements

- ▶ All project costs must be incurred before the PoP end date.
 - ▶ Reimbursements may be filed *after* the PoP as long as their corresponding costs were incurred *before* the end of the PoP.

Closeout Documents and Actions

- ▶ Closeout actions must occur and be documented before the closeout deadline.
 - ▶ All documentation must be approved by FRA before the FRA considers requirements met.

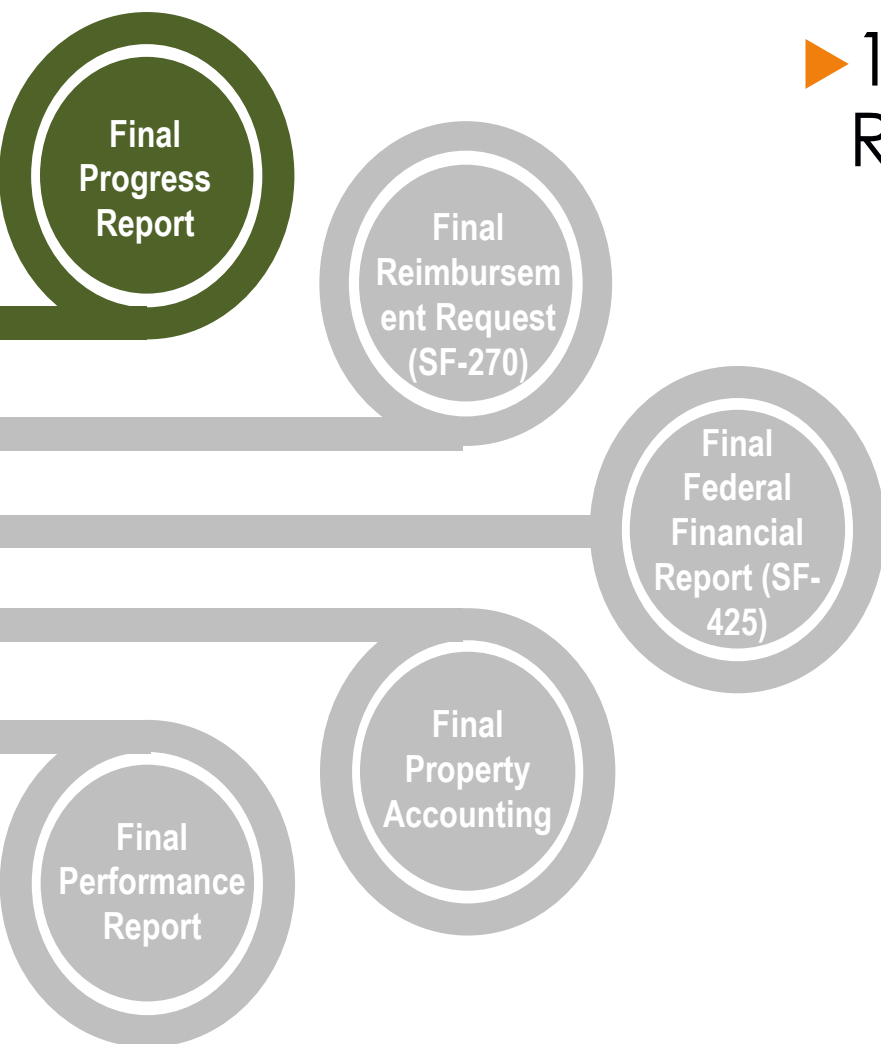


Requirements

Closeout Actions	Delivery Method
1. Submit final FRA Progress Report	<ul style="list-style-type: none"> Email to Grant Mgr
2. Submit final Reimbursement Request (SF-270)	<ul style="list-style-type: none"> Delphi eInvoicing Module
3. Submit final Federal Financial Report (SF-425)	<ul style="list-style-type: none"> GrantSolutions
4. Final Property Accounting	<ul style="list-style-type: none"> Email to Grant Mgr
5. Submit Final Performance Report	<ul style="list-style-type: none"> Email to Grant Mgr
6. Refund any balanced owed to FRA	<ul style="list-style-type: none"> Check or Wire Transfer

Closeout Documents and Actions

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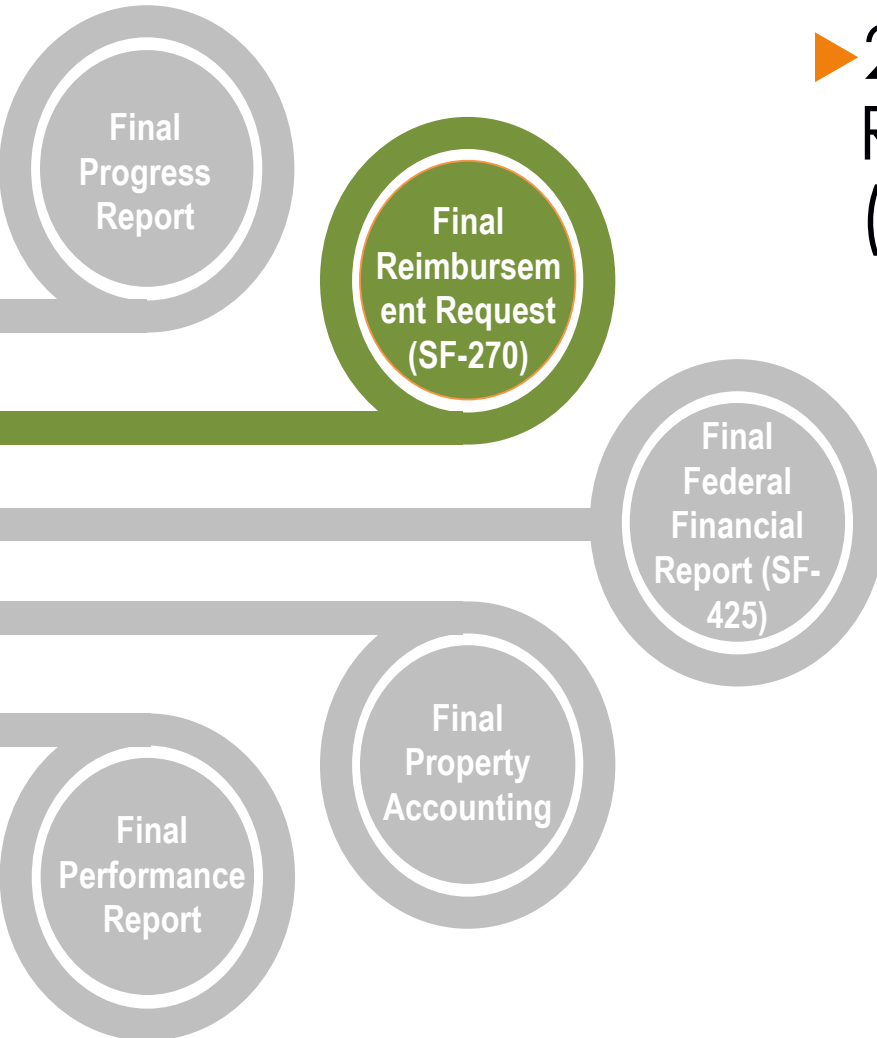


▶ 1. Submit Final FRA Progress Report

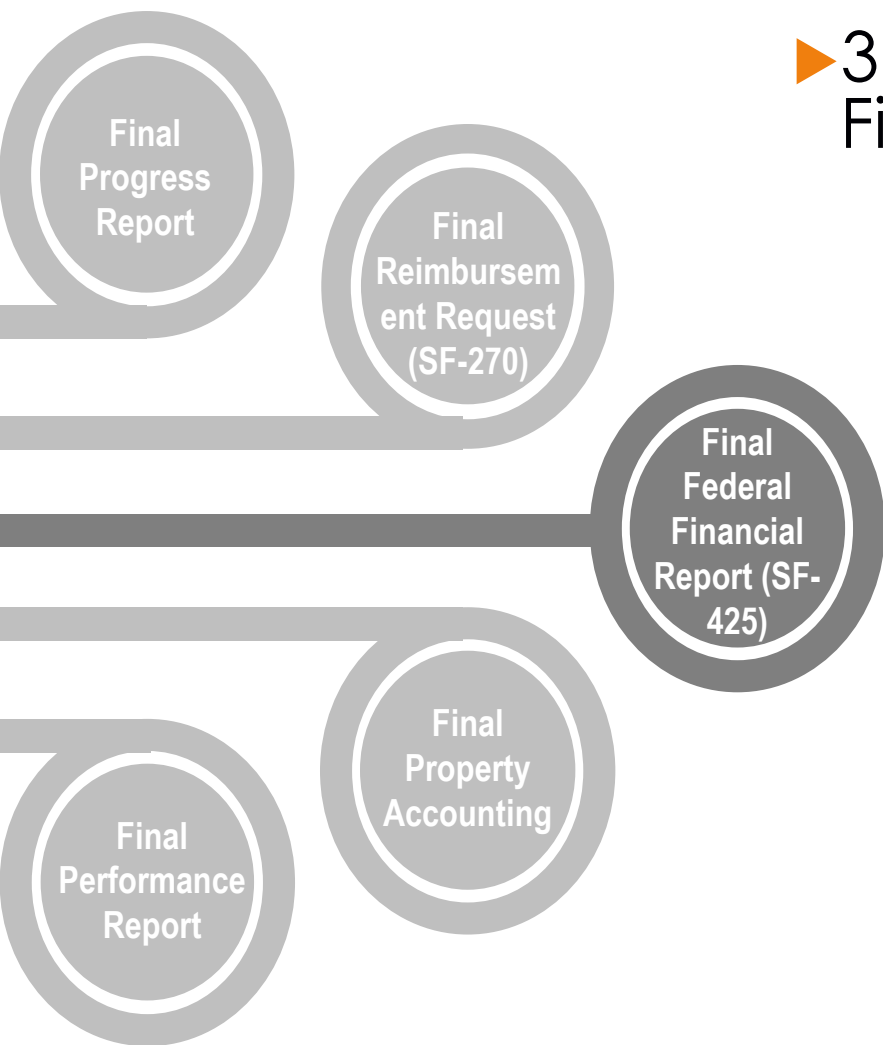
- ▶ Details activities and deliverables from the end of the previous quarter to the PoP end date.
- ▶ *Budgetary data must match data reported in Delphi (eInvoice), the Final Performance Report, and on the SF-425.*
- ▶ *The Report is submitted no later than 30 days following the end of your PoP.*

Closeout Documents and Actions

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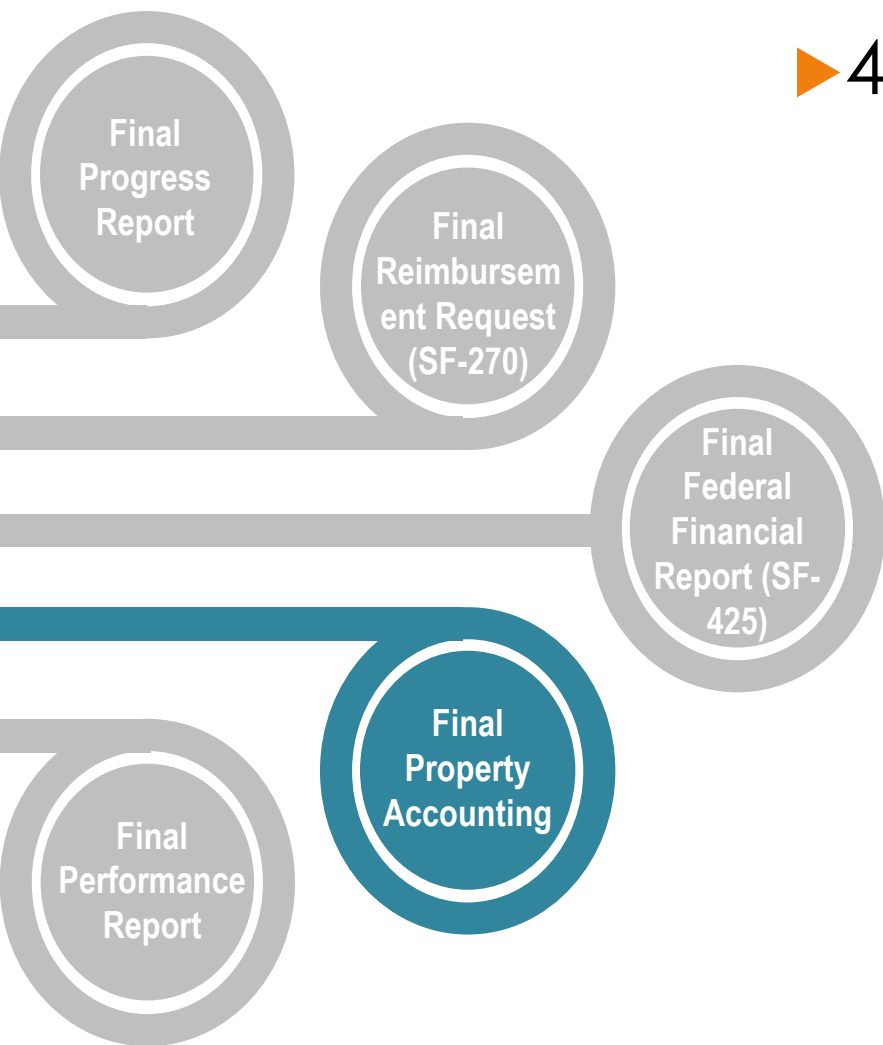
- ▶ 2. Submit final Reimbursement Request (SF-270)
 - ▶ Reimburses the remaining costs incurred up to the end of the PoP.
 - ▶ Ensure that all grantee matching fund requirements have been met per the conditions of the grant agreement.
 - ▶ Mark the report as **final** by checking box 1b in the form.



- ▶ 3. Submit final Federal Financial Report (SF-425)
 - ▶ Provides a summary of the total expenditure under the grant.
 - ▶ The SF-425 should not be submitted until after all reimbursements have been received as requested from the SF-270.
 - ▶ Mark the report as **final** by checking box 6 in the form.
 - ▶ *Make sure financial data matches data in the Final Performance Report, Final SF-270 and Final Quarterly Progress Report*

Closeout Documents and Actions

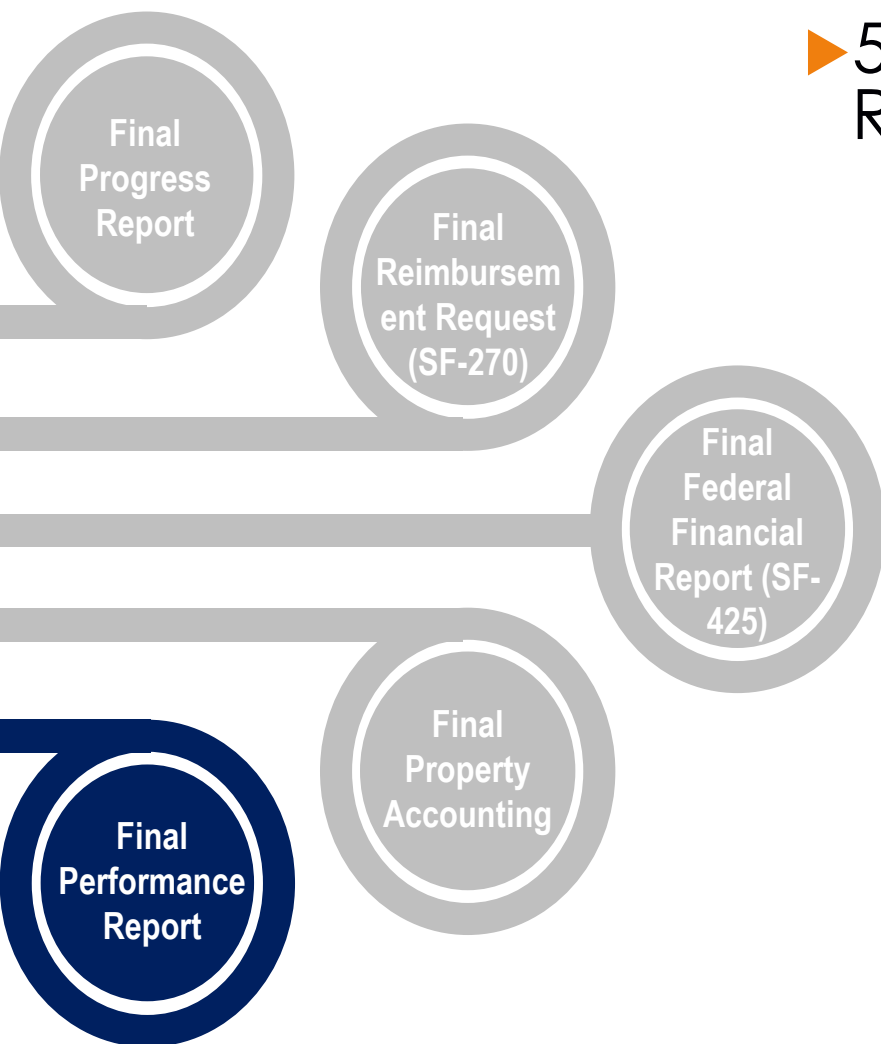
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- ▶ 4. Final Property Accounting
 - ▶ Account for any real or personal property received from the Federal Government as outlines in 2 CFR 200.343.
 - ▶ Request disposition instructions if the property is no longer needed for the purposes under the grant as outlined in 2 CFR 200.343

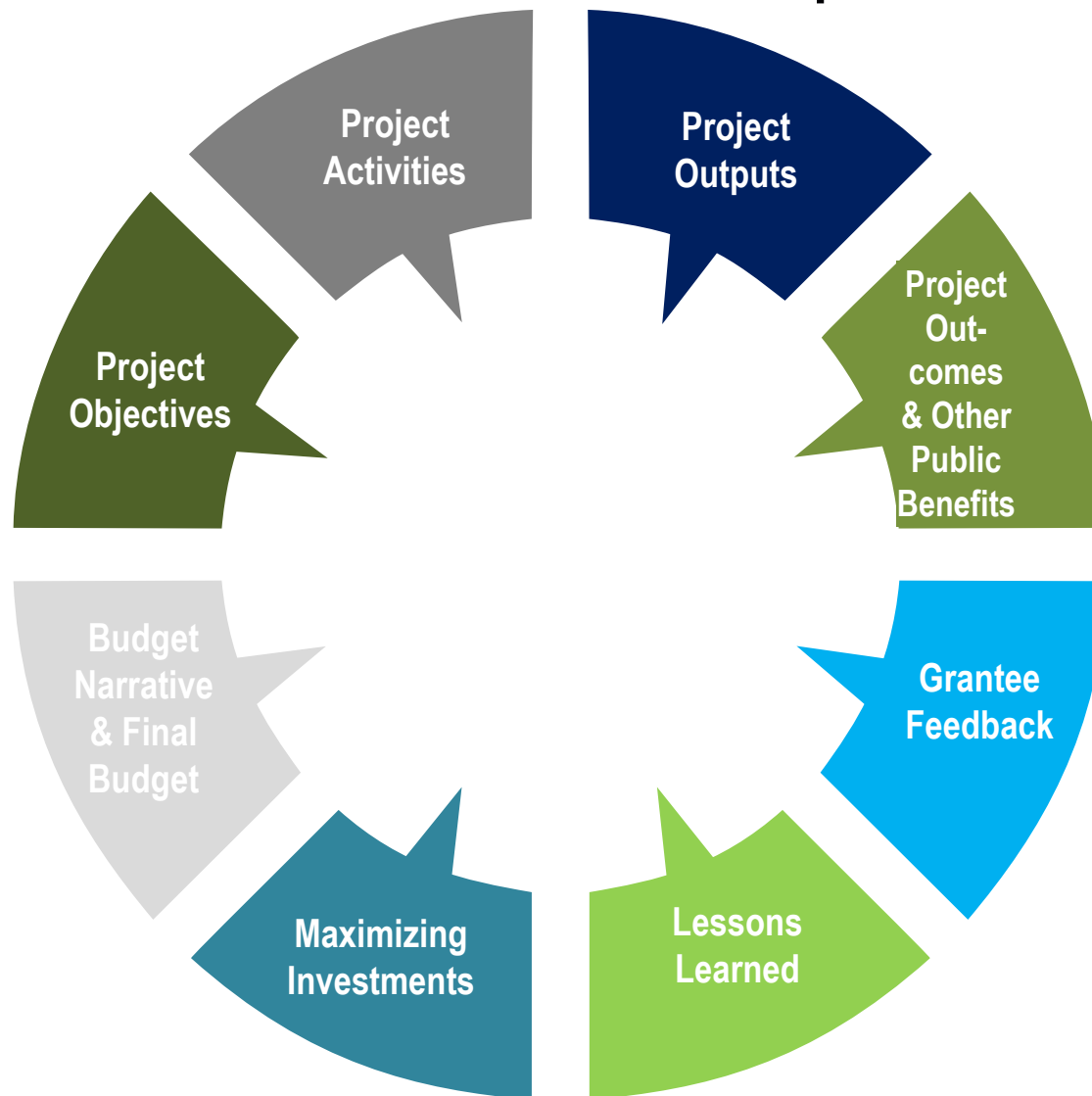
Closeout Documents and Actions

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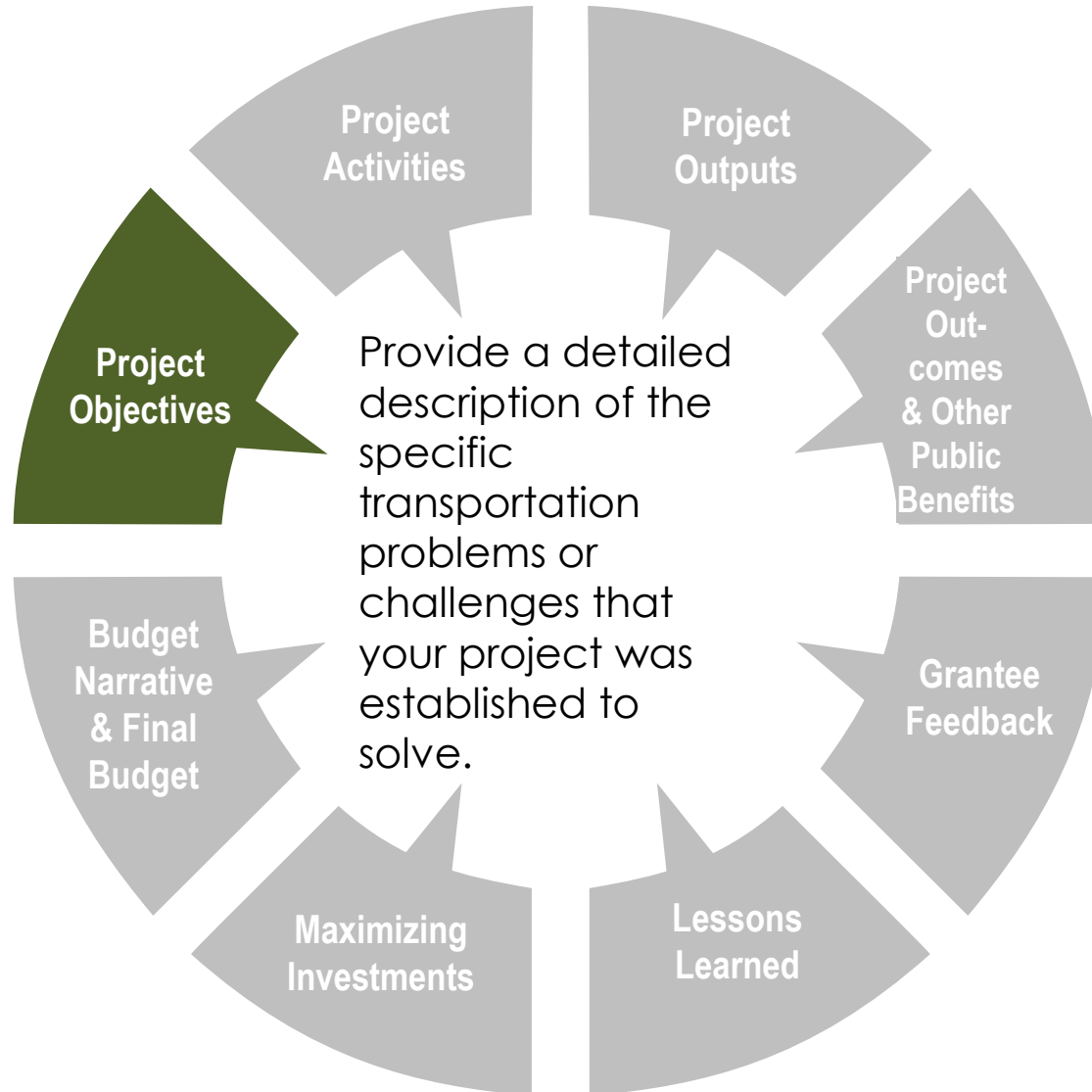


- ▶ 5. Submit Final Performance Report
 - ▶ A key part of the closeout process
 - ▶ Provides highlights of the project's outcomes and achievements
 - ▶ Make sure financial data matches the SF-425 Federal Financial Report, Final Quarterly Progress Report, Final SF-270
 - ▶ The grant manager will initiate the formal project closeout after receiving the final performance report.

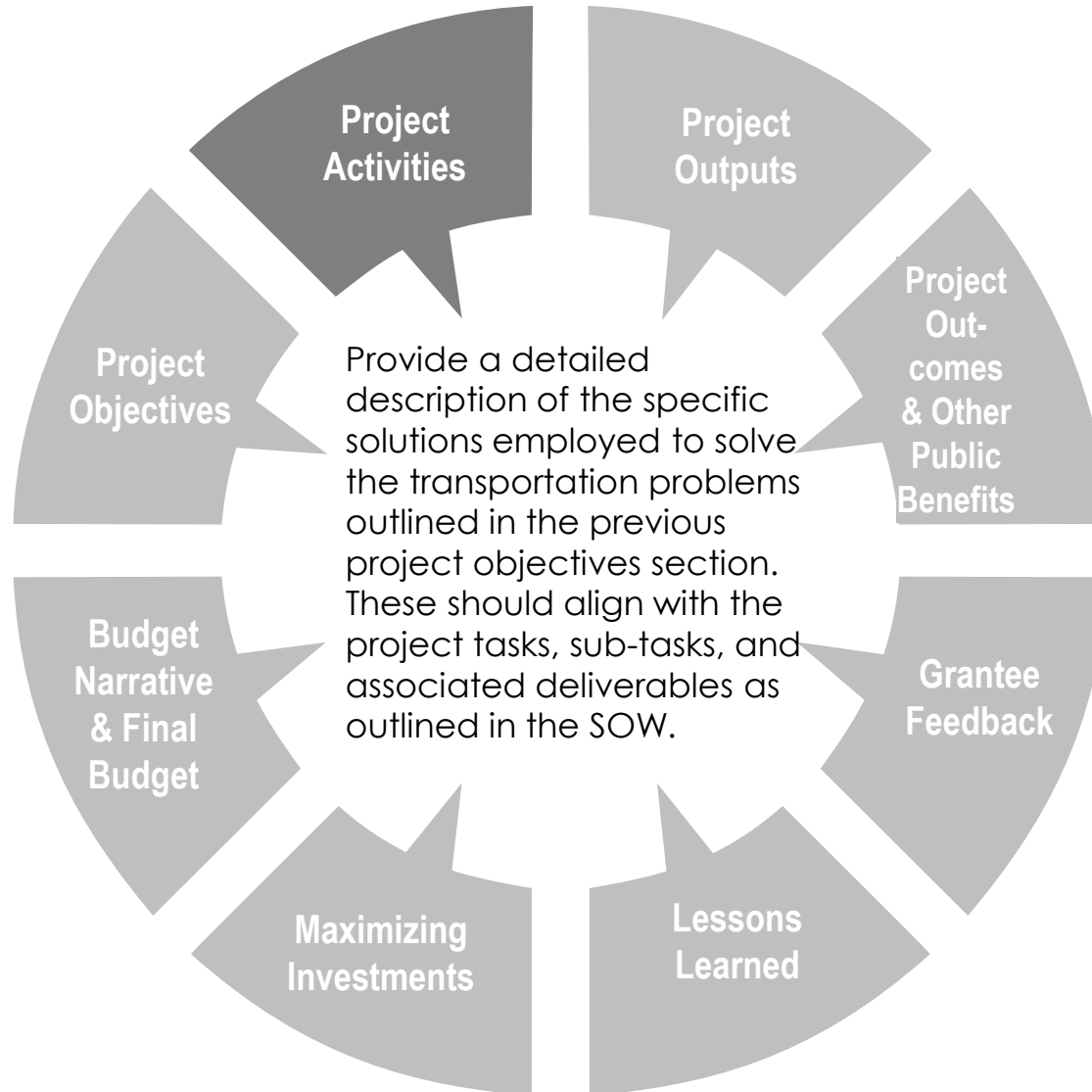
Final Performance Report



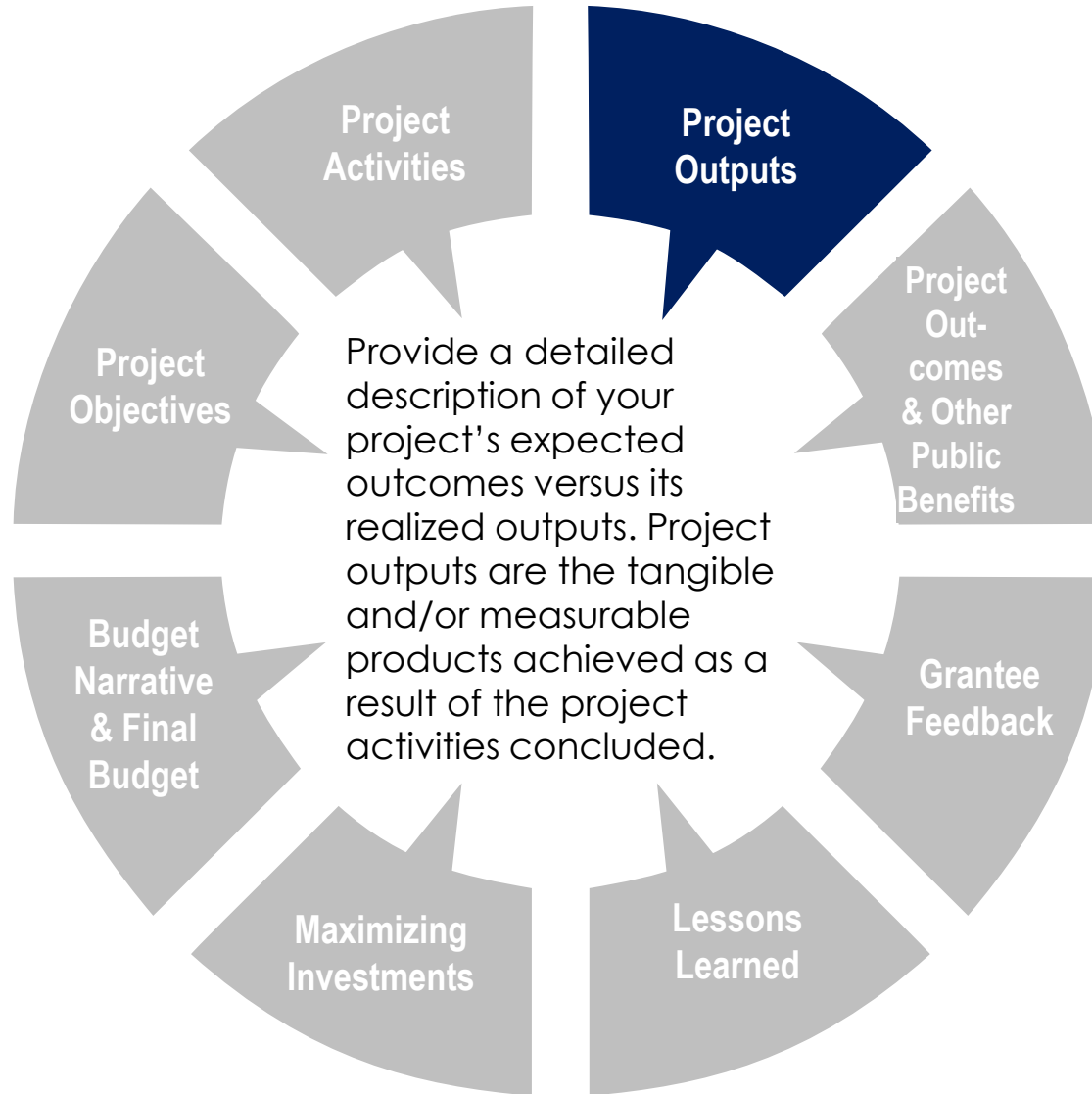
Final Performance Report



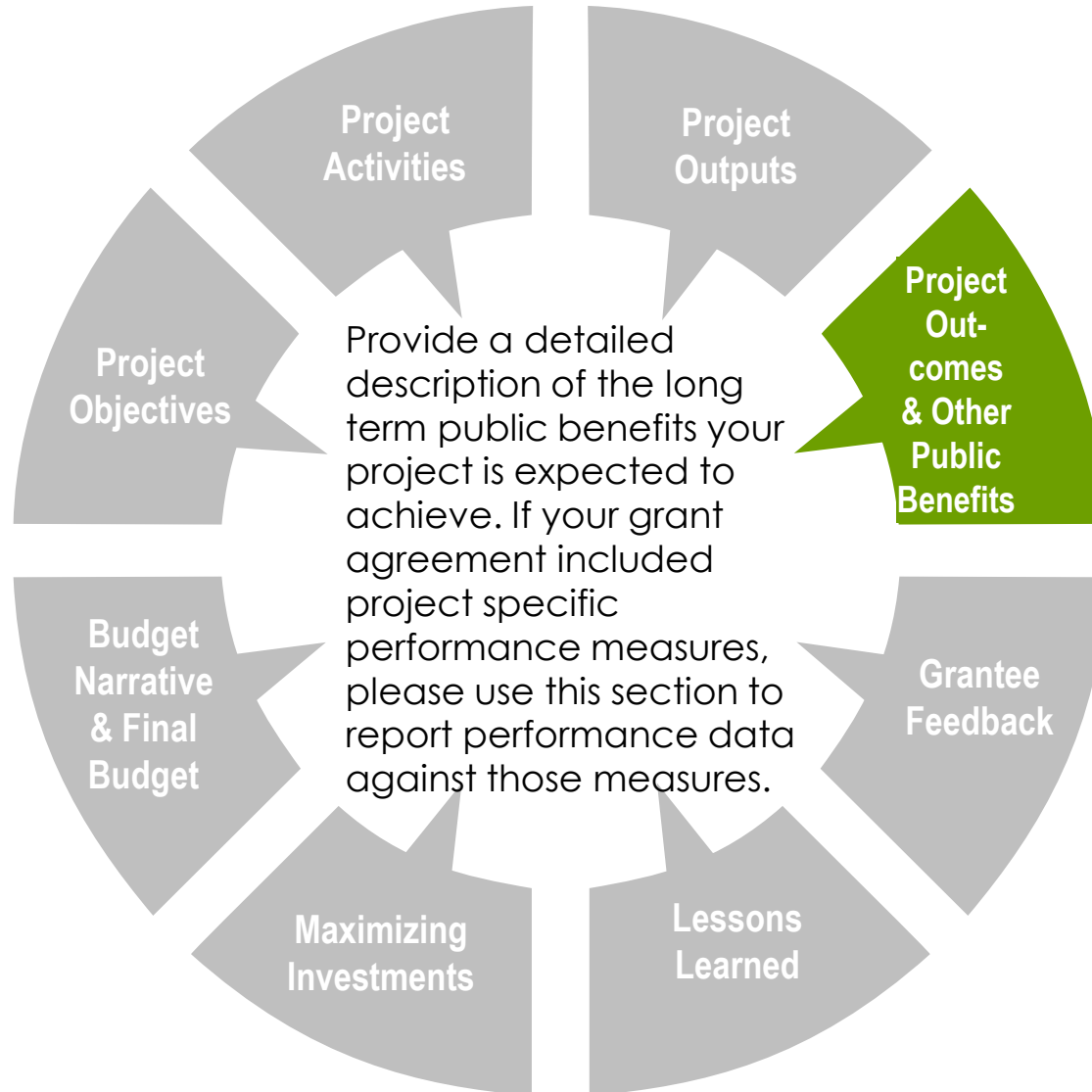
Final Performance Report



Final Performance Report



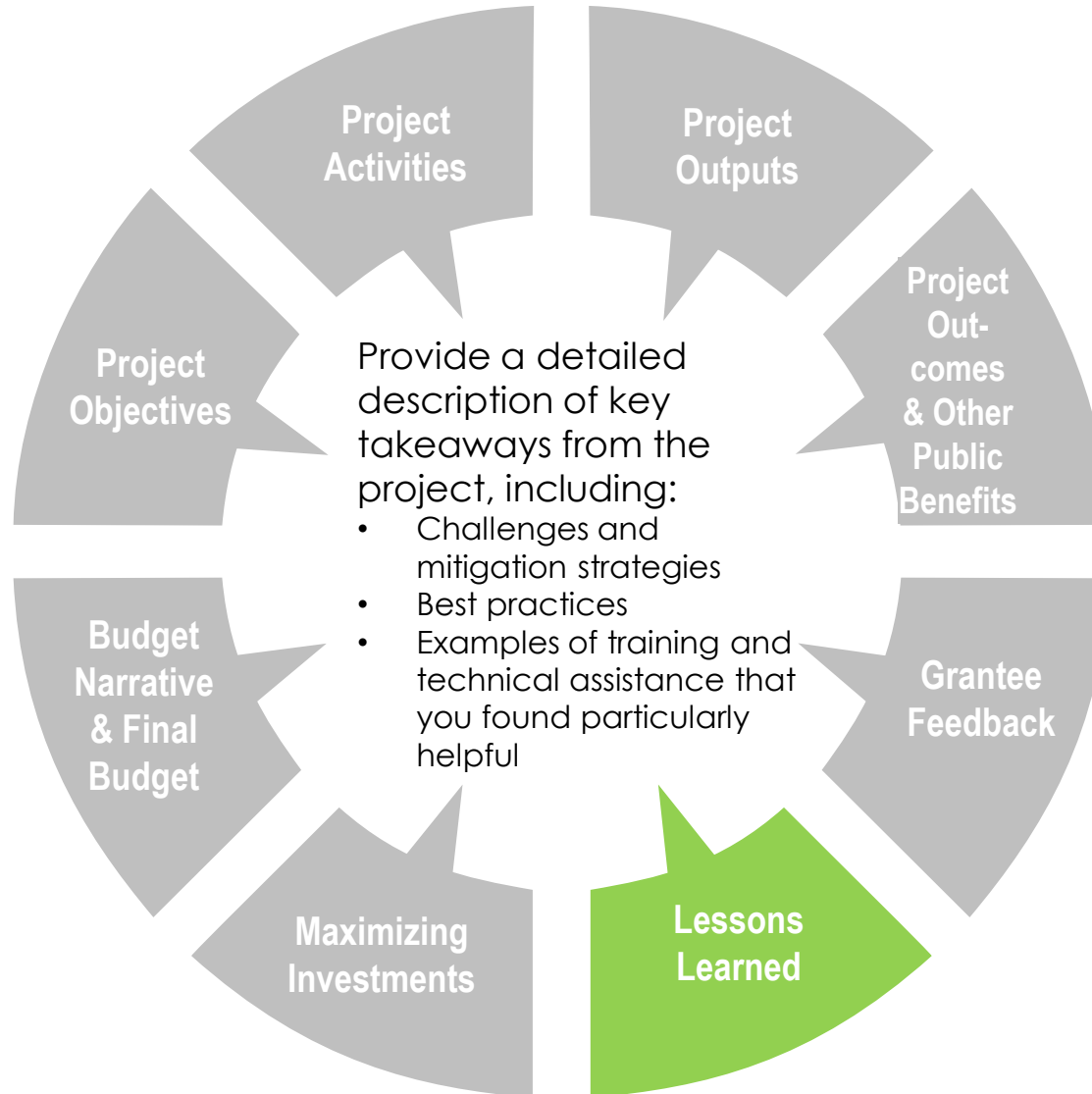
Final Performance Report



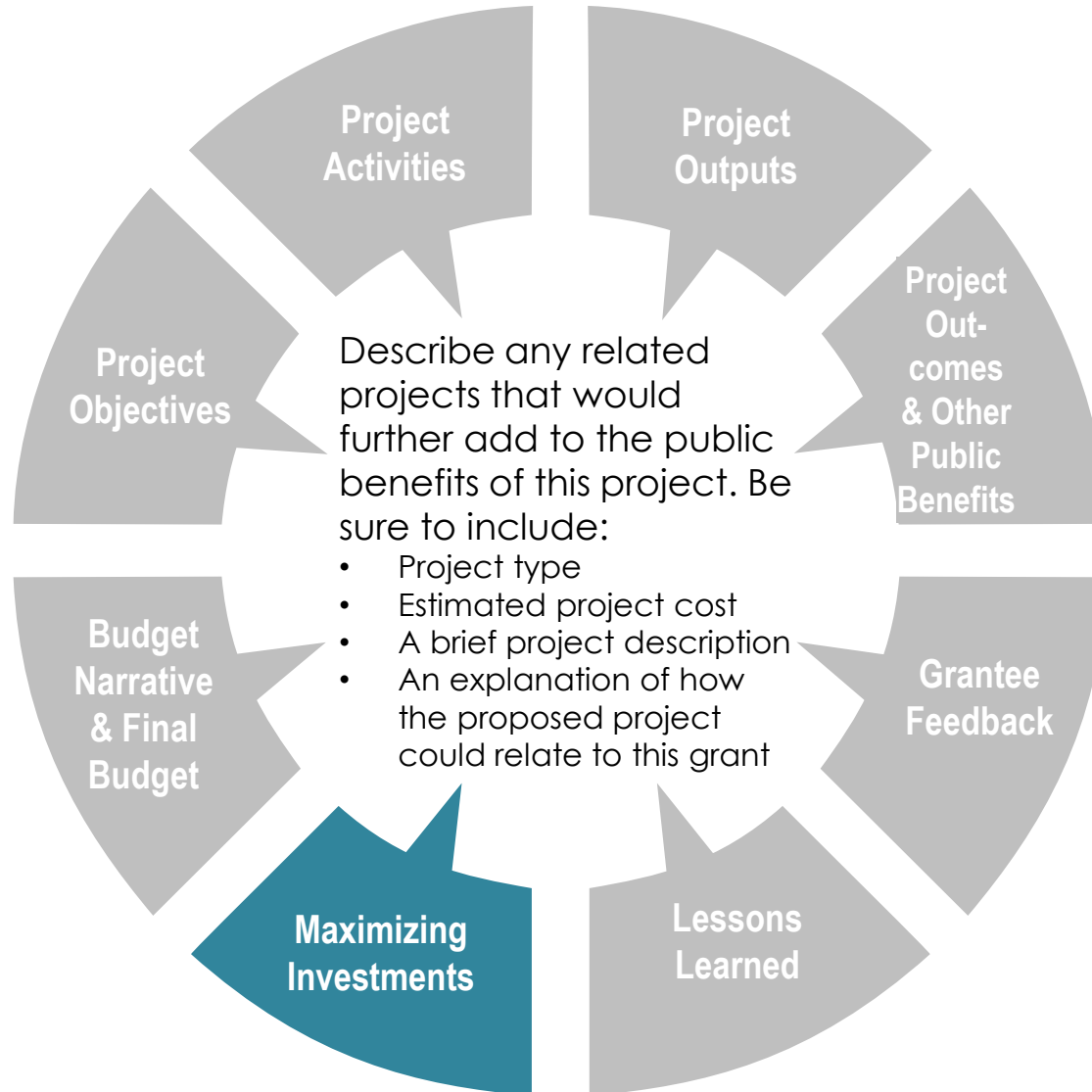
Final Performance Report



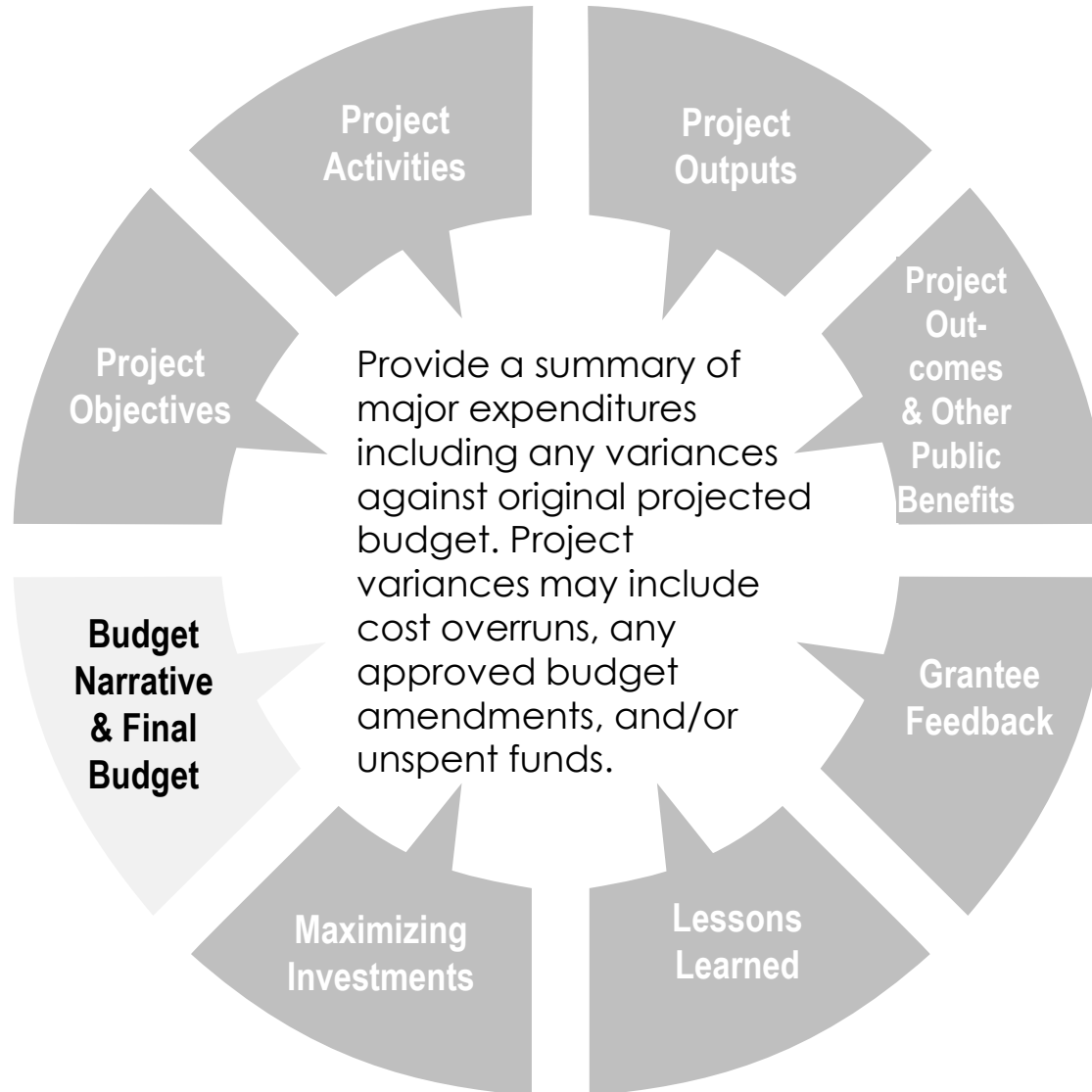
Final Performance Report



Final Performance Report



Final Performance Report



Closeout Documents and Actions

- ▶ 6. Refund any balanced owed to FRA
 - ▶ *For example: cash on hand because of unobligated advanced funds, reimbursements required by audit or monitoring findings, etc.*

Common Problems

Common Closeout Problems

- ▶ Unliquidated balances
- ▶ Lack of detail in the Final Performance Reports
- ▶ Inaccurate financial data in SF-425, Final Performance Report, and Final SF-270.

Non-compliance

- ▶ FRA may:
 - ▶ Withhold funds awarded through other FRA grants
 - ▶ Escalate matters related to non-compliance

Non-compliance

- ▶ FRA may:
 - ▶ Perform an administrative closeout which may affect future grant eligibility.
 - ▶ *This may include late or incomplete reports or deliverables, lack of response by grantee, award cancellation, or withdrawal from a grant award.*

ARRA Closeouts

- ▶ Request invoices from subcontractors early
- ▶ Remember, these funds expire September 30, 2017 and final payment requests should be submitted to FRA by June 30, 2017
- ▶ Key Dates – last day for expenditure, last for invoice submission, end of budgetary period of performance

Key Takeaways

- ▶ Responsiveness is vital
- ▶ Closeout documents are due no later than 90 days after the end of the PoP
- ▶ Grant extension request must be submitted prior to grant PoP end date
- ▶ Grant Managers can answer questions regarding the closeout process

2016

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Meeting

Thank you!

Mr. Moshe Adams

Grants Management Specialist

Federal Railroad Administration

1200 New Jersey Avenue, S.E. (W36-430)

Washington, DC 20590

Desk: (202) 493-0058

moshe.adams@dot.gov